



**Karen B. Salmon, Ph.D.**  
State Superintendent of Schools

**TO:** Legal Authorities and Education Directors of Nonpublic Schools Approved Under Code of Maryland Regulations (COMAR) 13A.09.10 Educational Programs in Nonpublic Schools and Child Care and Treatment Facilities

**FROM:** Alexandra Cambra, Branch Chief, Nonpublic School Approval, Division of Educator Certification and Program Approval *(APC)*

**DATE:** August 31, 2018

**RE:** Upcoming School Year Information

Welcome back to the 2018-2019 school year! As you will notice, the division under which the Nonpublic School Approval Branch (NSAB) operates is now called the Division of Educator Certification and Program Approval (DECPA). The composition of our division remains the same, but with a name more closely linked to the work of its three branches: Certification, Program Approval and Assessment, and Nonpublic School Approval.

Over the past year, the NSAB has filled all its positions and proudly boasts five skilled specialists, one dedicated support staff and a branch chief. As our branch continues to support our nonpublic schools in the area of compliance, we have afforded our specialists the training they require to complete the work of certification on behalf of the schools to which they are assigned. This lengthy training includes an internship that draws to a close at the beginning of this school year. As we embark on yet another school year, the Maryland State Department of Education (MSDE) will continue to provide support to our nonpublic community by means of conducting onsite monitoring visits and providing scheduled and ongoing technical support.

**Trainings, Meetings and Technical Assistance**

Support to the nonpublic school community has been redesigned and restructured into a regional model that has been in effect since February of 2017. By assigning caseloads to each specialist in a regional model (while keeping legal authorities together for consistency), the NSAB has increased our capacity to provide outstanding customer service through tailored assistance throughout the state. The DECPA identified the following regions, each of which is supported by a dedicated specialist:

REGION NAME	COUNTIES COVERED	SPECIALIST
Central	Baltimore County, Baltimore City, Harford, Anne Arundel	Stefanie Lavin stefanie.lavin@maryland.gov
West Central	Howard, Montgomery, Carroll	Holly Powell holly.powell1@maryland.gov
Western	Washington, Allegany, Frederick, Garrett	Denise Scott denise.scott@maryland.gov
Southern	Prince George's, Calvert, Charles, St. Mary's	Karen Dates-Dunmore karen.dates-dunmore@maryland.gov
Eastern Shore	Cecil, Queen Anne's, Wicomico, Caroline, Somerset, Talbot, Dorchester, Kent, Worcester	Tanisha Brown tanisha.brown1@maryland.gov

Providing technical assistance and training focused on regulatory compliance has long been a priority of the NSAB. This year's technical assistance will be provided in the same format as last school year, utilizing our redesigned Soup to Nuts training, covering all areas of compliance relevant to nonpublic school approval (preparation for onsite monitoring visits, which includes compliance with criminal history records checks, behavior intervention and training, student records, Individualized Education Plans (IEPs), Performance Education Plans (PEPs), admissions, and related services documentation), and provided in tandem with Certification Point of Contact Technical Assistance. This Certification Point of Contact (POC) Technical Assistance is intended for the Certification POC associated with your school program and seeks to provide Certification POCs with the necessary information and resources to efficiently and accurately facilitate certification on behalf of your educators.

Last school year, the DECPA organized three meetings, bringing together nonpublic schools with institutes of higher education who share the same region. These meetings served as an opportunity for these two groups to come together and talk about hiring and certification needs in nonpublic schools, with the intention for teacher preparation programs to better understand these needs as they consider designing tailor made programs to be offered by the colleges and universities in each region of Maryland. The DECPA has organized another one of these meetings for the upcoming school year. It is our hope that those of you who did not previously take advantage of the opportunity last school year will do so this year. Feedback was extremely positive, particularly from the nonpublic school community.

The following trainings/meetings have been scheduled for the upcoming school year:

- Soup to Nuts/POC Central Region Training – Monday, September 17<sup>th</sup> from 8:00 am to 4:00 pm at the Sheppard Pratt Conference Center
- Soup to Nuts/POC West/West Central Region Training – Thursday, September 27<sup>th</sup> from 8:00 am to 4:00 pm at The Jefferson School: A Program of Sheppard Pratt Health System
- Soup to Nuts/POC Southern/Eastern Shore Region Training – Tuesday, October 9<sup>th</sup> from 8:00 am to 4:00 pm at the Harbour School at Annapolis
- Nonpublic Schools and Institutes of Higher Education Roundtable – March 8, 2019 from 1:00 pm to 3:00 pm at Strawbridge School, Board of Childcare

Registration forms for these trainings may be accessed in the "Training Registration" section of our website under the COMAR 13A.09.10 Schools page, available at:

<http://marylandpublicschools.org/about/Pages/DEE/NPSA/TrainingRegistration.aspx>

### **Regulatory Compliance for the 2017-2018 School Year**

The NSAB has historically shared regulatory compliance data with this community by means of a meeting held in May of each school year. This year, we are sharing the results of this year's regulatory compliance in a consolidated fashion in this Back to School letter. Please note the following with respect to visits conducted between July 1, 2017 and June 30, 2018:

#### **Number of Visits:**

- Announced, Regularly Scheduled Visits 23
- Unannounced and/or Complaint Investigation Visits 19

#### **Areas of Noncompliance:**

- Personnel Requirements – Noncompliant 19
- Related Services Provided – Noncompliant 13
- Student Records – Noncompliant 12
- Behavior Management – Noncompliant 10

• Criminal History Background Checks – Noncompliant	7
• Health, Fire Safety, Zoning – Noncompliant	7
• Secondary School Requirements – Noncompliant	7
• Individualized Education Plan – Noncompliant	6
• Privacy Rights – Noncompliant	5
• Schedule of the School Day – Noncompliant	5
• Documentation of Related Services – Noncompliant	5
• Educational Program Description – Noncompliant	4
• Instructional Materials and Equipment – Noncompliant	4
• Library Media Collection – Noncompliant	2
• Curriculum – Noncompliant	2
• Administrative Practices – Noncompliant	2
• Admissions Policy – Noncompliant	1
• Assessments on File – Noncompliant	1

Please note that Code of Maryland Regulations 13A.09.10 areas not mentioned were found to be compliant. Our office appreciates the hospitality of each school visited this past school year.

### **New for this School Year**

#### Monitoring Forms

Several forms used during the monitoring process have been revised, either to reflect updates or to make them more user-friendly. In addition, forms that our specialists use to support us as we monitor for compliance with the regulations have always been shared with the community for your use as you deem appropriate. Those forms are always available on our webpage at: <http://marylandpublicschools.org/about/Pages/DEE/NPSA/index.aspx>.

#### Clearinghouse

The National Association of State Directors of Education and Certification (NASDTEC) Clearinghouse represents professional standards boards and commissions and state departments of education in all 50 states, the District of Columbia, the Department of Defense Education Activity, the U.S. Territories, Alberta, and Ontario that are responsible for the preparation, licensure, and discipline of educational personnel. The NASDTEC Clearinghouse is a searchable database that provides official government licensing agencies information regarding individuals whose professional educator certificates/licenses have been annulled, denied, suspended, revoked, or otherwise invalidated. The MSDE has had a long standing relationship with NASDTEC and has routinely used their clearinghouse. Prior to August 1, 2016, this valuable resource was only available to official government licensing agencies. Now, NASDTEC is accepting applications from local school districts and private schools for access to the database. As you can imagine, it is good policy and practice to include the NASDTEC Clearinghouse in the screening of all applicants. Visit their website for more information: [https://www.nasdtec.net/page/ASSOC\\_CH\\_REG](https://www.nasdtec.net/page/ASSOC_CH_REG).

#### Regulations and Test Adoption

On June 20, 2018, the Maryland State Board of Education approved the adoption of COMAR 13A.12.03.04 Pupil Personnel Worker - The recently adopted change allows pupil personnel worker candidates the ability to use experience as a specialist in lieu of all 3 years of required teaching experience at the recommendation of the local superintendent of schools.

On June 20, 2018, the Maryland State Board of Education approved the adoption of COMAR13A.12.01.04 Routes to Certification - The recently adopted change provides a direct route for initial certification for those educators who have achieved National Board Certification.

On June 20, 2018, the Maryland State Board of Education approved the adoption of COMAR13A.08.04 Student Behavior Interventions – The recently adopted change adds and clarifies definitions and strengthens provisions which require a continuum of behavior interventions to be a part of a student’s Behavior Intervention Plan or Individualized Education Plan.

On July 24, 2018, the Maryland State Board of Education approved the adoption of the regenerated Computer Science Praxis subject assessment as a requirement of certification. The qualifying score and effective date is listed below.

Test Code	Test Name	Qualifying	Scale	Effective Date
5652	Computer Science	149	100-200	7/1/18

It is our hope that providing this information will assist you in assuring compliance with the regulations under which your school is approved. We look forward to our ongoing work with each of you on behalf of our students. If you have any questions or need help locating the information online, please contact your Nonpublic School Approval Specialist at (410) 767-0407, or by email. Please accept my best wishes, on behalf of all of us in the Division of Educator Certification and Program Approval, for a successful school year.

- C: Marcella E. Franczkowski, Assistant State Superintendent, Division of Special Education/Early Intervention Services  
Sarah Spross, Assistant State Superintendent, Division of Educator Effectiveness  
Kelly Meadows, Branch Chief, Division of Educator Certification and Program Approval  
Gary W. Richardson, Chief, Resource Management and Monitoring Branch, Division of Special Education/Early Intervention Services  
Sheila Philip, Section Chief, Nonpublic Special Education, Division of Special Education/Early Intervention Services  
Dorie Flynn, Executive Director, MANSEF  
Tanisha Brown, Education Specialist, Division of Educator Effectiveness  
Karen Dates-Dunmore, Nonpublic School Approval Specialist, Nonpublic School Approval Branch  
Stefanie Lavin, Nonpublic School Approval Specialist, Nonpublic School Approval Branch  
Holly Powell, Nonpublic School Approval Specialist, Nonpublic School Approval Branch  
Denise Scott, Nonpublic School Approval Specialist, Nonpublic School Approval Branch  
Camillus Ugwu, Education Program Specialist, Division of Special Education/Early Intervention Services